

# FURNITURE PURCHASE AND REPAIR

The Office of Facility Management (OFM) is responsible for the upkeep of public area furniture in the hospital. Departments that need furniture repaired or replaced should contact their Administrative Officer for assistance. The OFM maintains a furniture library that consists of Federal Supply Schedule contracts pertaining to furniture. The catalogs are available to Clinical Center (CC) employees during the business hours of 7 am. to 5 pm. No appointment is necessary.

## FURNITURE PURCHASE

### Departments:

- Requests for new furniture should be addressed to the department's Administrative Officer.
- Furniture catalogs are available in the OFM.

### Patient Care Units:

Furniture selected for the Patient Care Units (PCU) in the Clinical Center (CC), must adhere to the National Fire Protection Association 101 Life Safety Code (NFPA). The selection is coordinated by the Hospital Administrative Officer (HAO) and the Nursing Staff.

- For assistance, contact the Hospital Administrative Officer (HAO) assigned to your unit.
- HAO will arrange a meeting with the Head Nurse (HN) or other designee.
- Unit budget, which includes furniture requirements for fiscal year, is used as guideline.
- General Services Administration (GSA) catalogs are available in the OFM catalog library.
- HN or designee makes selection of furniture.
- HAO contacts furniture vendor for price, availability, and delivery information.
- Purchase request is entered into the Purchase Request Tracking System (PRTS). Requests must include a justification and price quote.

- File purchase request in HAO unit file located in the HAO office.

Vendors Provide the Following Services:

Assistance from Sales Representative  
 Bringing in samples/products for review  
 Measuring area for furniture (workstations, etc.)

Public Areas:

- Requests for new furniture in the public areas should be addressed to the OFM Administrative Officer (AO).
- The AO will review the request to determine the appropriate type and style of furniture.
- The AO will contact a furniture vendor for a price quote.
- A purchase request is entered into the PRTS. This request should include the price quote and justification.
- The AO will schedule the delivery and installation.

REPAIR OF PUBLIC AREA FURNITURE

- Notify the OFM AO of the location of damaged furniture.
- AO determines if the furniture can be repaired or should be replaced.
- If this cannot be determined, the furniture vendor is contacted and an appointment scheduled for them to make the determination. Vendor information usually can be found underneath the piece of furniture.
- A purchase request is submitted for the repairs.
- If the furniture is unsafe the movers should be contacted 301-496-1546 to remove the furniture and dispose of it as necessary.

REPLACEMENT OF PUBLIC AREA FURNITURE

- Notify the OFM AO of the need for new furniture.
- The AO will select an appropriate furniture type, style, color, etc.
- A purchase request will be submitted for the purchase.

Concurrence:

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Chief, Office of Facility Management, Clinical Center, Office of the Director

